LABETTE COMMUNITY COLLEGE BRIEF SYLLABUS

SPECIAL NOTE:
This brief syllabus is not intended to be a legal contract. A full syllabus will be distributed to students at the first class session.

TEXT AND SUPPLEMENTARY MATERIALS USED IN THE COURSE (if any):
Please check with the LCC bookstore [http://www.labette.edu/bookstore](http://www.labette.edu/bookstore) for the required texts for this class.

COURSE NUMBER: OTEC 106
COURSE TITLE: Formatting
SEMESTER CREDIT HOURS: 3
DEPARTMENT: Business Administrative Technology
DIVISION: Career Technical Education
PREREQUISITE: OTEC 102 College Keyboarding or one or more units of keyboarding in high school

COURSE DESCRIPTION:
This course is designed to review business document formats, to build speed and accuracy, and to use decision-making skills to evaluate document formats and mailability. Applying written communication skills and demonstrating quality and efficiency in production are emphasized.

COURSE OUTCOMES AND COMPETENCIES:
Students who successfully complete this course will be able to:

1. Increase and improve keyboarding speed and accuracy.
   - Increase both speed and accuracy throughout the semester on five minute timed writings.

2. Format report documents.
   - Create reports with and without footnotes.
   - Create formal report, title page, appendix, reference, table of contents, and bibliography.
   - Create minutes of a meeting.
   - Create procedures manual.
   - Create a magazine article.
   - Create an itinerary.
   - Create a resume.
   - Create an agenda.
3. Format correspondence documents.
   - Create emails.
   - Create block style letters.
   - Create modified block style letters.
   - Create two page letters.
   - Create multiple address letters.
   - Create personal business letters.
   - Create letters with tables.
   - Create memos.
   - Create two page memos.
   - Create memos with report headings.
   - Create memos with tables.

   - Create open tables.
   - Create boxed tables.
   - Create tables with shading and borders.
   - Create sideways table.
   - Create tables with formula calculations.
   - Create multi-page tables.

5. Format and use design business forms.
   - Create correspondence templates.
   - Create letterhead form.
   - Create cover page.
   - Create flyer.
   - Create announcement.
   - Create newsletter.
   - Create notepads.

6. Demonstrate ability to quickly format documents.
   - Produce a mailable document in a production setting within an approximate time limit.

7. Demonstrate knowledge of formatting rules.
   - Demonstrate knowledge of rules for punctuation, grammar usage, proper spelling, capitalization, number expression, and abbreviations in documents that they produce.
   - Develop proofreading skills.
8. Perform workplace competencies.

- **MATHEMATICS**
- Construct and interpret tables, charts, maps, and/or graphs.
- Resource Management
- Locate information and select the materials, tools, equipment, or other resources to perform the activities needed to accomplish a specific task.
- Time Management
- Identify influences on use of time.
- Set priorities or the order in which several tasks will be accomplished.
- Develop strategies to overcome procrastination and meet deadlines.
- Estimate the time required to perform activities needed to accomplish a specific task.